

# **AGREEMENT**

**Between the**

**BOARD OF EDUCATION  
TOWNSHIP OF GLOUCESTER**

**AND**

**GLOUCESTER TOWNSHIP  
CENTRAL ADMINISTRATION SUPPORT GROUP**

**July 1, 2011 to June 30, 2012**

## ARTICLE I

### RECOGNITION

Pursuant to Chapter 303 and Chapter 123, Public Laws of New Jersey in 1968 and 1974, the Board hereby recognizes the Gloucester Township Central Administration Support Group as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all specified certificated personnel whether under contract, on leave, or employed by the Board as follows:

Computer Technicians  
Lead Computer Technician  
Network Administrator  
Transportation Supervisor  
Supervisor of Food Services  
Supervisor of Technical Services  
Supervisor of Purchasing/Warehouse Operations

## ARTICLE II

### MANAGEMENT TEAM STATEMENT

We, members of the Gloucester Township Central Administration Support Group, believe that our primary purpose in administering and supervising the public schools of Gloucester Township is to provide the optimum education of which we are capable for each child in attendance. To that aim, we administrators can only become more efficient and effective through joint participation with the Central Administrative Staff and the Board of Education at the management level.

We firmly believe and pledge that we 'as administrators' should and shall function as a team, harnessing our total knowledge and experience with that of the Board, working cooperatively and closely together to provide the best possible education for the children of Gloucester Township.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### **A. Definition**

The term "grievance" means a complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this contract, administrative decisions, Board policy or state statute affecting a member or group of members.

#### **B. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which, from time to time, may arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

## **C. Procedure**

### **1. Filing a Grievance**

A grievance may be filed by an individual member, a group of members or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. Any grievance must be lodged at the proper initiating level within thirty (30) calendar days of the happening of the event.

### **2. Failure to Communicate a Decision**

Failure at any step to communicate the decision on a grievance within the specified time limitation shall enable the grievant to move the grievance to the next level. Failure to appeal an answer, which is unsatisfactory within the specified time limitations, shall be deemed to constitute an acceptance of such response as dispositive.

### **3. Informal Attempt to Resolve a Complaint**

An individual who has a complaint shall discuss it first with the Immediate Supervisor in an attempt to resolve the matter informally. However, if the complainant is the Association, the initial discussion shall be at the level of the Superintendent; and, in such event, if the problem is not resolved to the satisfaction of the Association within fourteen (14) calendar days after the conclusion of the discussion, the procedures prescribed in the subsections of this section shall become applicable.

### **4. Level One – Supervisor of Human Resources**

If, as a result of the discussion, the matter is not resolved to the satisfaction of the complainant within seven (7) calendar days, he/she shall set forth the grievance in writing to the Supervisor of Human Resources specifying:

- a. the nature of the grievance including specific citations of the contract, policy administrative decision or state statute alleged to be violated;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous decision;
- d. his/her dissatisfaction with the decisions previously rendered.

The Supervisor of Human Resources shall communicate his decision to the grievant in writing seven (7) calendar days of receipt of the written grievance.

### **5. Level Two - Superintendent of Schools**

The grievant, no later than seven (7) calendar days after receipt of the immediate supervisor's decision, may appeal this decision to the superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Asst. Superintendent/Instruction and his/her dissatisfaction with the decisions previously rendered, as specified above. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fourteen (14) calendar days. The Superintendent shall communicate his decision in writing to the grievant and the immediate supervisor.

### **Level Three – Board of Education**

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than seven (7) calendar days after the receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

#### **6. Right to Representation**

Any grievant may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by (a) representative(s) and/or attorney selected and approved by the Association. When a grievant is not represented by the Association in the processing of a grievance, the Association shall be notified, at the time of the submission of the grievance to the Superintendent, or at any later level, that the grievance is in process. The Association shall have the right to be present and present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered. The Board and Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to the grievance.

#### **7. Separate Grievance File**

All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participant.

#### **8. Meetings and Hearings**

No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this article.

### **D. Costs**

All costs shall be borne by the party incurring them.

## **ARTICLE IV**

### **SICK LEAVE**

#### **A. Sick leave entitlement shall be as follows:**

12 month employees receive 12 days per year  
10 month employees receive 10 days per year

#### **B. Employees contracted after July 1<sup>st</sup> in any year shall have sick leave days credited based on the months of service.**

## **ARTICLE V**

### **SALARIES**

- A. 1. Effective July 1, 2011, each member will receive salary increases as follows:
  - 1. Administrators will receive an increase of 1.5% of 2010-11 base salary
  - 2. Network administrator will receive an increase of 2% of 2010-11 base salary
  - 3. Computer technicians will receive an increase of 3% of 2010-11 base salary
- B. Longevity stipends for years served in Gloucester Township shall be added to the base salary of Administrators/ Supervisors each year by the following increments:
  - 5 to 9 years = an additional \$500.00
  - 10 to 14 years = an additional \$1000.00
  - 15 to 19 years = an additional \$1500.00
  - 20 years or more = an additional \$2000.00
- C. New employees hired after June 30, 2010 will not be eligible for the longevity stipend provisions in Section. B
- D. Employees with hiring dates between July 1 through September 1<sup>st</sup>, will be credited with one full year of service for the purpose of determining longevity and vacation allowances, where applicable.
- E. A stipend of \$300 per month shall be granted to the Lead Computer Technician. An annual stipend of \$600 shall be granted to the Network Administrator.

## **ARTICLE VI**

### **TERMINATION PAY**

#### **A. Retirement**

Accumulated unused sick leave days will be paid at a rate of \$50.00 per day, but shall not exceed the maximum of \$15,000 upon retirement.

#### **B. Death of the Employee**

Upon the death of the employee, all unused vacation leave will be payable to his/her estate at the current district formula.

## ARTICLE VII

### LEAVES OF ABSENCE

Employees shall be entitled to the following leaves of absence during a school year:

1. Two (2) personal leave days will be granted with proper notice and proper approval as established by the Superintendent, except in cases of emergency.
2. Professional leave days as requested and approved by the Superintendent.
3. Personal days not used during the contract year will be added to the accumulated sick leave time for the next year. Occupational leave days shall not be accumulated.
4. Bereavement leave will be granted without deduction for up to five (5) weekdays, excluding holidays, in a case of death within the immediate family. The immediate family shall be defined as the employee's parents, stepparents, spouse, domestic partners, children, stepchildren, and other persons residing as a member of the household of the employee, also legally adopted members of the family. An allowance of up to three (3) weekdays, excluding holidays, shall be granted to attend the funeral of any of the following: brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law.
5. Each person shall be granted one additional personal day per contract year, to be used for bereavement of any relative not listed in item 4 above. This personal day will not be accumulated for sick leave if it is unused in any given contract year.

## ARTICLE VIII

### WORK YEAR HOLIDAYS/VACATIONS

A. During the term of this contract the following days be designated as holidays:

Fourth of July	December 24 <sup>th</sup>
Columbus Day	December 25 <sup>th</sup>
Labor Day	January 1 <sup>st</sup>
Veterans' Day	Martin Luther King Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Good Friday
Easter Monday	Memorial Day

B. Vacation days will be granted as follows:

Less than 12 months.....	Prorated on DOH
12 months completed.....	10 days
13-60 months completed.....	15 days
61-72 months completed.....	16 days
73-84 months completed .....	17 days
85-96 months completed .....	18 days
97-108 months completed.....	19 days
109-120 months completed.....	20 days
300 months completed.....	25 days

1. 25 days per year, as scheduled and approved by the Superintendent, following 25 years of service, of which at least fifteen (15) years must be in Gloucester Township.
2. Employees contracted after July 1<sup>st</sup> in any year shall have the first vacation allotment pro-rated based upon months of service.
3. Any employee governed by this agreement shall be permitted to carry a maximum of four (4) vacation days into the next calendar year. These carryover days must be used by the end of the allowable vacation period in August of the next calendar year. These carryover days must be scheduled with and approved by the Superintendent, as do all other vacation days.

C. Work Year:

1. The work year for 12 month employees shall be July 1 to June 30.
2. Summer work schedule options.
  - a. Employees may elect to work a 5 day, eight (8) hr. schedule or a 4 day, nine and one-quarter (9.25) hr, schedule.
  - b. Employees who select the 4 day summer work schedule will be charged 1.25 days per each day taken as a sick and/or vacation day during the summer work calendar.

D. Compensatory Time:

During the course of the year, there may be times when the employment of a member of this bargaining unit will be required to work above and beyond the normal work day. Compensatory time mutually agreed upon by the Supervisor and member of this bargaining unit may be allowed, provided approval is granted by the Superintendent in advance of any work being performed.

## ARTICLE IX

### INSURANCE PROTECTION

- A. Any and all health/fringe benefits that may be offered to the GTEA will be provided to the members governed by this agreement.
1. Employees will be required to contribute towards medical and/or prescription benefits if selected by the employee as pursuant to current New Jersey Statutes in effect.

2. Employees who elect to waive health benefits will receive as reimbursement, \$5,000 or 25% of the premium cost paid by the Board, whichever is the lesser amount, for the benefits waived, pursuant to current New Jersey Statutes in effect.
  
- B. The Board of Education agrees to reimburse employees for personal property damages sustained while acting in the discharge of his/her duties within the scope of his/her employment up to a maximum not to exceed \$500.00. In the event the damage for personal property is to personal vehicles, the Board of Education's coverage shall be secondarily liable to the employee's personal policy; however, it is contemplated by the parties that the \$500.00 allowance may be utilized by the employee for deductible payments up to \$500.00.

## **ARTICLE X**

### **PROFESSIONAL DEVELOPMENT**

- A. The Board of Education shall budget money for Professional Development to be used for reimbursement of professional dues, attendance at local workshops and national conferences, and tuition reimbursement as proportioned in Schedule B. The amounts to be budgeted are \$12,000 for the 2011-12 school year.

## **ARTICLE XI**

### **JUST CAUSE**

No employee shall be reprimanded or otherwise disciplined without reason and no employee shall be terminated without just cause.

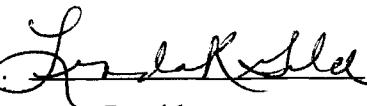
## **ARTICLE XII**

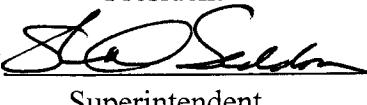
### **DURATION OF AGREEMENT**

This agreement shall be in full force and effect from July 1, 2011 until June 30, 2012.

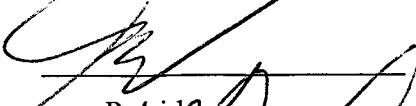
The parties set forth their signatures below to signify complete and full agreement on the above contract:

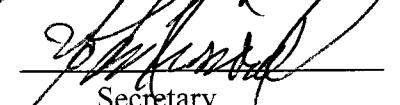
**Gloucester Township  
Board of Education**

BY:   
President

BY:   
Superintendent

**Gloucester Township Central  
Administration Support Group**

BY:   
President

BY:   
Secretary